

Wave Onboarding Checklist

Below are the onboarding steps for Access Point, SMP and corporate participants onto the BPC's E-invoice Exchange Framework. As part of your participation in the market pilot we ask that you please provide us any feedback on the below steps, tools and resources at BPCMarketPilot@mpls.frb.org.

Access Point & SMP Checklist

	Check List Item	Participant Process
<input type="checkbox"/>	Sign the BPC Market Pilot Project Participant Non-Disclosure Agreement	<ul style="list-style-type: none"> Email the signed NDA document to BPCMarketPilot@mpls.frb.org
<input type="checkbox"/>	Provide a valid Participant ID that adheres to the BPC Identifier Policy	<ul style="list-style-type: none"> Enter the following information into the Market Pilot Wave Participant Information – Google Sheets <ul style="list-style-type: none"> Participant ID Qualified SMP URL and other details regarding your participation
<input type="checkbox"/>	Register with a SMP, and provide a qualified URL from the SMP provider	<ul style="list-style-type: none"> Contact an SMP listed in the Market Pilot Wave Participant Information – Google Sheets to register. Enter the qualified SMP URL into Market Pilot Wave Participant Information – Google Sheets spreadsheet.
<input type="checkbox"/>	Register with an SML	<ul style="list-style-type: none"> Email the Market Pilot SML to register: <ul style="list-style-type: none"> Kenneth Bengtsson <ul style="list-style-type: none"> bdxhub@gmail.com
<input type="checkbox"/>	Obtain certificate from Certificate Authority Custodian	<ul style="list-style-type: none"> Email the Market Pilot CAC to request a certificate: <ul style="list-style-type: none"> Marine Net LLC - <ul style="list-style-type: none"> Jim.Taylor@MarineNetLLC.com CAC sends confirmation email to participant along with the certificate and cc's BPCMarketPilot@mpls.frb.org
<input type="checkbox"/>	Connect to network and begin exchanging invoices	<ul style="list-style-type: none"> Participant utilizes Tools and Resources for reference, testing, collaboration, and reporting
<input type="checkbox"/>	Access Points - Maintain the list of C1s (corporates sending e-invoices) and C4s (corporates receiving e-invoices) upon onboarding any new end points to the framework	<ul style="list-style-type: none"> Enter the following information into the C1, C4 Participants List tab in the Market Pilot Wave Participant Information – Google Sheets <ul style="list-style-type: none"> Corporate Name Contact Name (optional) Contact email (optional) Participant ID Invoices – Sending, Receiving, or Both

Corporate Checklist (Not for corporates participating through their providers)

	Check List Item	Participant Process
<input type="checkbox"/>	Sign the BPC Market Pilot Project Participant Non-Disclosure Agreement	<ul style="list-style-type: none"> Email the signed NDA document to BPCMarketPilot@mpls.frb.org
<input type="checkbox"/>	Provide a valid Participant ID that adheres to the BPC Identifier Policy	<ul style="list-style-type: none"> Enter the following information into the Market Pilot Wave Participant Information – Google Sheets <ul style="list-style-type: none"> Participant ID

Market Pilot Tools and Resources

Tool or Resource	Link
Market Pilot APPROVED BPC Specifications <ul style="list-style-type: none"> Find the Market Pilot approved versions of network policies, technical specifications, the semantic model, semantic model validation artifacts etc. <ul style="list-style-type: none"> BPC Semantic Model v1.0 FINAL – BPC AS4 Profile Version 1.0 FINAL – BPC SML Profile Version 1.0 FINAL – BPC SMP Profile Version 1. FINAL – BPC XHE Profile Version 1.0 FINAL – BPC Certificate Policy 1.0 FINAL – BPC Identifier Policy Version 1.0 	BPC-Exchange-Framework/BPC-Market-Pilot: Approved specifications and related issue tracking for the BPC Market Pilot. (github.com) These specifications, along with draft supporting documentation can also be found here: https://drive.google.com/drive/folders/1kO2INOd6gCNwK-H06DEqeYw3sdUBFCSb
Access Point and SMP Test Plans <ul style="list-style-type: none"> Use these test plans to ensure proper functioning of network components. See the following tabs: <ul style="list-style-type: none"> Access Point Test Plan – Sending Access Point Test Plan – Receiving SMP Test Plan 	https://docs.google.com/spreadsheets/d/1ejkMDgeBAz3kRiEhhkYJBYbCEAVJ3OnD/edit?usp=sharing&oid=10731877279226222770&rtpof=true&sd=true
BPC Open-source Discovery and Delivery Tools Documentation and Repository	E-Invoice Onboarding Toolkit (bpc-exchange-framework.github.io)

BPC Slack Invitation <ul style="list-style-type: none">• Use the <i>#wave2discussion-troubleshooting</i> Slack channel to seek guidance and troubleshooting assistance from other Wave participants	https://join.slack.com/t/bpc-einvoicing/shared_invite/zt-dkf8739h-3tUSHaEj~anmyJwZzpAqBQ
BPC Issue Tracking Github Repository <ul style="list-style-type: none">• Capture and track status of technical issues during the Wave.• It is recommended that you first raise an issue in Slack for input.• If issue cannot be resolved, log it in the Github repository.	BPC-Exchange-Framework/BPC-Market-Pilot: Approved specifications and related issue tracking for the BPC Market Pilot. (github.com)